

LAS Extended Studies	
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Foundation for Teaching Economics (FTE) Graduate Credit Registration Instructions: Fall 2025

Entrepreneurship: Economics of Innovation <i>One-Day Seminar-Virtual.</i> <i>November 15, 2025</i>	Course number: ECON 6310-712	1 credit hr	Tuition: \$120	5-Digit Class#: 13314
Academic Credit Registration Deadline: November 28, 2025				

IMPORTANT NOTES:

- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at lases@uccs.edu to request an Extended Studies late add form. You will be charged a \$25 late registration fee by the University to register late – no exceptions. The best way to avoid this is to register early! Last day to register late for the Fall 2025 semester is December 5, 2025, which is the last day the UCCS Fall 2025 application will be available.
- ✓ Approximately six weeks after the conclusion of the course, you may request your official UCCS transcript: please see <https://registrar.uccs.edu/transcripts>



Have you enrolled in a graduate-level course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal Account and can skip to STEP 3.
- If you have not been active for the past 3 semesters, you must re-apply to UCCS per the instructions below and your account will re-activate.
- Forgot your myUCCS Student Portal username/password? Proceed to: <https://myaccount.uccs.edu/> or contact the UCCS OIT Help Desk – see <https://oit.uccs.edu/get-help>.

STEP 1 ---Apply: Academic Outreach/Extended Studies

Access the "UCCS Academic Outreach Application":

- Go to <https://outreach.uccs.edu/apply>

Completing the Application:

- Provide your personal information; select **"Save & Next"**
- From the drop down menus:
 - Select an Admit Term: **FALL 2025**
 - Select Desired Program: **Graduate Non-Degree**
- Provide answers to the education and eligibility questions; select **"Save & Next"**
- Verify that the information you provided is correct, select **"Submit"**

(go to next page)

STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will receive an automated e-mail when your myUCCS student portal account is ready. You can then proceed to <https://myaccount.uccs.edu/> to claim your account to access your student portal --- where you can register, pay your bill, request transcripts, and the like.



- Keep this username and password for future access into your myUCCS Student Portal
- Please note: our automated e-mails may go to “junk mail,” depending upon your e-mail filter set-up.

STEP 3 ---Register and Pay

Log into your UCCS student portal at www.uccs.edu/portal

Registration --- Near the top of the Home page – click on “Records and Registration.”

- Click on “Register for Classes”.
- Enter the **5-digit Class Number “13314”** in search box.
- Click on the class.
- “**Select Class**” of the course you would like to enroll.
 - ✓ Confirm: pre-registration verifications: phone number, addresses, emergency contacts.
 - ✓ Accept: Tuition and Fee Agreement and Disclosure.
- Click on “**Next**”.
- Confirm the course information and click “**Accept**”.

The screenshot shows the myUCCS Portal interface. At the top, there's a navigation bar with the UCCS logo and 'University of Colorado Colorado Springs'. Below that, a 'myUCCS Portal' header is visible. A 'Change Term' button is next to 'Fall 2025'. The main search area has a 'Search For Classes' input field. A red arrow points to this field with the text 'Enter 5-digit class number here'. Below the search field, there are links for 'View My Classes/Schedule', 'Enrollment Appointments', 'Shopping Cart', 'Register for Classes' (highlighted in green), 'Drop Classes', 'Update Classes', 'Swap Classes', and 'Browse Course Catalog'. On the right side, there are sections for 'Enter keyword (e.g. course, subject, class, topic)', 'Additional ways to search', 'Favorites', and 'Recently Viewed'.

Payment ---Return to the Home Page and click on “Student Financials (Bursar)”.

- Click on “View/Pay My Bill”.
- Enter the **payment amount** and **payment method** and click on “Continue”.
 - ✓ Credit Card payments incur a 2.85% processing fee; E-Check payments do not have a processing fee.
- Provide **payment information** for the selected method and click “Continue”.
 - Confirm the payment information and click “**Confirm**” ---Print a copy for your records.